



TrailsforYouth.Org Jr. Counselor Program Rules of Conduct

This document requires a signature prior to participation in the Jr. Counselor program.

Jr. Counselors agree to:

- Stay with assigned group at all times unless otherwise stated by the camp counselor. If on an assigned task, you shall not deviate from task for personal needs.
- Follow directions as given by program leaders.
- Maintain personal care and wear appropriate TYO attire (TYO shirt), those arriving without appropriate attire will be asked to leave.
- Never be alone with children.
- Respect others in what you say and do. Never use inappropriate language while in the vicinity of the event/program/kids.
- Refrain from using a cell phone during event hours. You may keep a cell phone on your person in the vibrate or silent position. Counselors found using a cell phone for any non-emergency reason during the program will be given one warning, at the second warning they will immediately forfeit their right to carry the cell phone and those phones will be kept in the possession of the Program Leaders until the end of the event. If an emergency call is needed to be made, please express this to the Program Leader prior to using the phone so accommodations can be made and phones are not confiscated unnecessarily.
- Greet parents and children at beginning of the event and acknowledge at the departure of the event.
- Be involved and engaged with kids throughout the event - be vocal in mentoring TYO messages.
- Get to know kids names as soon as possible.
- Never use physical punishment, restraint or force to a child. If problems arise, seek out a Program Leader.
- Be of good character and lead by example.
- Take care of personal belongings and keep those out of reach of the participants.
- Use TYO equipment in a safe and appropriate manner.
- Teasing and bullying are not tolerated and are grounds for termination. Observing bullying and not communicating it to a Program Leader is just as bad - let the Program Leaders know immediately.
- Never say or do anything that participants might perceive as teasing and/or bullying.
- Create a safe and fun environment.
- Notify a Program Leader if a child is injured... this includes broken, bruises and cuts. Jr. Counselors are not permitted to administer any first aid (unless they are over 18 and certified).
- Report problems to Program Leaders.
- Never come to work under the influence of any drugs or alcohol.

The following dress code is enforced to ensure Jr. Counselors are proper role models while fostering a positive self-image. Counselors failing to come to work properly dressed will be asked to leave immediately.

- TYO Issued shirt must be worn each day (you may be issued more than one in different colors).
- You may not alter the TYO shirt.
- You must wear closed-toe shoes, no sandals, flip-flops, crocs, slides, etc.
- Shorts are ok as long as they are not too short or expose undergarments.
- Hats: no skull caps or rude images or profanity, baseball hats can be worn when not bicycling but with lid facing forward.



- For safety reasons, dangling jewelry (hoops etc.) is prohibited.
- Shorts, hats, etc. shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations.
- Counselors must come to work clean and neatly groomed.
- Counselors must leave their shirts on all times except during swimming activities.
- Proper safety equipment must be worn properly during events - i.e. bike helmets worn and buckled, life vests buckled etc.

Grounds for Immediate Dismissal:

- A Counselor who brings a weapon to camp;
- A Counselor who intentionally harms himself or causes injury to another child or staff member;
- A Counselor who vandalizes the property;
- A Counselor who steals items from TYO, staff or other participants;
- A Counselor who fails to comply with the rules of conduct;
- A Counselor who fails to display appropriate respect to authority figures on site;

I have read and understand the rules of conduct and dress code and agree to uphold them to maintain a safe and enjoyable experience for everyone. (If under 18, this form also requires a parent / guardian signature.)

Jr. Counselor Name (Print): _____

Jr. Counselor Signature: _____

Parent/Guardian Signature (if Jr. Counselor is under 18): _____

Date: _____